**RADaR = Replace, Add, Delete and Reorder**

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| **REPLACE . . .** | **ADD . . .** | **DELETE . . . and** | **REORDER . . .** |
| . . . words that are not specific.  . . . words that are overused.  . . . sentences that are unclear. | . . . new information.  . . . descriptive adjectives and adverbs.  . . . rhetorical or literary devices. | . . . unrelated ideas.  . . . sentences that sound good but create unity problems.  . . . unwanted repetition.  . . . unnecessary details. | . . . to make better sense or to flow better.  . . . so details support main ideas.  . . . to avoid “bed-to-bed” writing. |

**EXAMPLES**

**Replace**

*Before:* As I ran to the finish line, my heart was beating.

*After:* As I sprinted to the tape, my heart was pounding in my chest.

**Add**

*Before:* Shadows made the night seem scary.

*After:* Ominous shadows made the dark night seem even more frightening.

**Delete**

*Before:* The candidates talked about the issues, and many of the issues were issues that had been on the voters’ minds.

*After:* The candidates talked about the issues, many of which had been on the voters’ minds.

**Reorder**

*Before:* Put the sunflower seeds over the strawberries, which are on top of the pineapple in the bowl. You’ll have a delicious fruit salad.

*After:* To make a delicious fruit salad, cut pineapples into a bowl. Add strawberries and then sprinkle a few sunflower seeds over the top